

**ADVERTISING SIGNS AND DEVICES INSIDE THE COUNTY RIGHT OF WAY
AND ON PRIVATE PROPERTY ADJACENT TO COUNTY ROADS
INFORMATION TO APPLICANTS**

This document contains excerpts from By-Law 2021-12 Being a By-Law to Adopt a Policy Regulating Advertising Signs and Devices Inside the County Right of Way and on Private Property Adjacent to County Roads. A complete copy of the By-Law is available on the County Website at www.lanarkcounty.ca.

The primary function of the County Road system is to permit the safe and efficient movement of **through traffic** over relatively long distances at reasonable speeds. This important function is diminished where uncontrolled development adjacent to the road creates interfere with the free flow of traffic.

Too many advertising signs and devices may lead to speed reductions and hazards to through traffic movements resulting in the deterioration of service levels. Therefore, to maintain the integrity of the system, **advertising signs and devices on property along and adjacent to County Roads will be permitted only when they meet the requirements of the regulating By-Law and Policy.**

Approvals for signs on the roads listed in Appendix "A" of the Policy should be applied for directly at the applicable local municipal office.

Applicant: Means any person, group or corporate body who applies to the Corporation for permission to construct, install, relocate or alter a sign adjacent to a County Road.

Questions by property owners or their agents regarding the possible location of **new** signs will not be considered by Department staff until an application has been submitted. Upon receipt of the application Public Works Department staff shall visit the site and respond to the inquiry.

Application Process: Applications will be processed pending weather conditions. It is common that weather conditions make site inspections impossible or delayed between November 15th and March 15th.

Submission Requirements: All requests for new advertising signs shall be submitted, on the appropriate application forms, to the County Public Works Department. One application shall be submitted for each sign. Requests shall include:

- i) Completed Application form
- ii) Sketch of proposed advertising sign
- iii) Registered deed or Authorization of Landowner

Application Review: Applications will be reviewed by County staff for completeness and compliance with the policy. **The County review process will not begin until receipt of a complete application package, as described above.** The application process, under normal circumstances, will not exceed **twenty (20) business days** from the date that the completed application is received until the approval to install the sign is granted. Changes to the application by the applicant during the review process will increase the length of the review period.

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Footing Details: All signs greater than 9 sq. m. (100 sq. ft.) require the submission and approval of the footing design as part of the application.

First Site Inspection: A site inspection by Public Works staff shall normally be performed within ten (10) working days of receipt of the application. The site inspection shall determine if the application conforms to the County policy; identify the specific location of the sign and the requirement for brushing or other work.

Site Meeting with Applicant: If the application does not conform to the County Policy a **mandatory site meeting** shall be held with the applicant or their agent to review conditions in the field and discuss alternatives. No further action will be taken by the County in such cases until the mandatory site meeting has occurred.

Application Approval: Applicants will be notified in writing when their application has been approved. Notification shall include the specific location approved and any conditions of the installation.

Installation: No work shall commence until the owner has received the approval, a copy of which must be on the site while work is being done. The applicant shall be responsible for the sign construction, installation and any works associated with it. The applicant may engage a contractor to complete the work. The sign shall be installed in accordance with the written approval and all conditions.

Removal of Redundant Signs: Redundant signs that are created as a result of the approval of a new sign application shall be removed. Removal of existing signs will be completed coincident with the installation of the new sign, at the applicants cost, as specified in the sign approval.

Final Inspection: The applicant shall inform the Public Works Department immediately after the installation of the sign and the completion of any other work stipulated in the approval. The Public Works Department shall inspect the site within ten (10) days of receiving notification of completion. If the inspection is not successful, the County shall notify the applicant of the deficiencies to be remedied.

File Completion: Within five (5) days of a successful final inspection of the site by the Public Works Department the applicant will be notified that the work has been completed to our satisfaction and the file will be closed. The applicant should retain the final acceptance to ensure that it is available to future owners or if requested to produce evidence of approval.

Denial of Applications: Applications that do not conform to this policy shall be denied and the applicant shall be so informed in writing within ten days of the Director's decision.

Cancellation of Application: Where the sign has not been constructed and installed within one (1) year of the date of the approval, then the application shall be null and void. A written request to extend the term of the application may be made to the County Public Works Department before the application expires. An extension may be approved or refused at the discretion of the Director. If the application expires the County may request the removal of all works associated with the sign, at no expense to the County, and the site shall be restored to its original condition.

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Non-Compliance: Where a new sign constructed and/or installed or an existing sign is altered contrary to the standards provided, the applicant, owner or holder of such property shall be advised of their non-compliance with the County policy by registered letter. Removal or correction of the non-compliant sign shall occur not less than thirty (30) days after this notification. If the non-compliant sign is not removed or corrected the sign shall be removed or corrected by the County Public Works Department. Costs to the County for corrective actions shall be charged to the applicant, owner of holder. The applicant, owner or holder shall not be entitled to any compensation or damages by reason of or arising out of the work associated with the non-compliant sign.

Maintenance of Signs: All signs shall be kept in proper repair and if, in the opinion of the road authority, any sign or signs are not kept in proper condition, the owner shall repair, repaint or remove them within thirty (30) days of having received a written request to do so.

Road Reconstruction/Rehabilitation: Existing signs that are affected by the reconstruction/rehabilitation of a County Road will be reinstated by the County. Any construction materials that are salvaged shall remain the property of the County.

CONTACT INFORMATION

Corporation of the County of Lanark
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REGULATING INFORMATION

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Signs shall NOT be erected in a location where they would obscure sight-lines for vehicles traveling on the County road or accessing the County road from local municipal or private roads and entrances.